

MINUTE OF THE MEETING OF THE MANAGEMENT COMMITTEE held on Wednesday 29th January 2020 in the offices of Reidvale Housing Association, 13 Whitevale Street at 6.00 pm

PRESENT

**Ms Moore
Mr Marley
Mrs McGowan
Mrs Marley
Mrs McInnes
Mr McCrudden
Ms McVey
Ms Boyle**

IN ATTENDANCE

**Jim McAlpine (Director)
Linda Scott (Depute Director)
Terry McKenna (Maintenance Manager)
Jacqui Anderson (Housing Manager)
Gerry Shepherd (Finance Manager – Part Meeting)
Ann Dundas (Minute Secretary)**

1. APOLOGIES

A leave of absence was requested for Mr Vaz. The Management Committee accepted this request.

Mrs McKelvie's leave of absence was noted.

Apologies were received from Mrs Dunn.

2. DECLARATIONS OF INTEREST

The standing declarations of interest for Reidvale Neighbourhood Centre matters for Mr Marley and Mrs Marley were noted.

The standing declarations of interest for RAPA matters for Mrs Marley and Ms Boyle were noted.

The standing declaration of interest for GWSF for Ms Moore was noted.

3. ADOPTION OF THE MINUTES OF 27.11.19

The Minute of the meeting of 27.11.19 was proposed as a true record by Mrs Marley, seconded by Mrs McGowan and agreed by the Management Committee present.

4. MATTERS ARISING FROM MINUTE OF 27.11.19

4.1 Previous Item 4 – SHR's Assessment of RHA's Governance Review

Jim McAlpine reported that Helen Moore and himself had met with Paul Milligan and Laura Gillespie on Monday 27th January 2020. A full report will be given under Agenda Item 7 Governance Review.

4.2 Previous Item 5.1 – Vacant Commercial Property, 312 Duke Street

The Management Committee noted that the lease for this property has now been signed with a date of entry of 14th January 2020.

4.3 Previous Item 5.2 – Wm Hill Commercial Premises, 472 Duke Street

The Management Committee noted that the sale of the premises has now been concluded effective from 27th February 2020 for a price of £147,500.

Linda Scott reported that a “To Let” sign has been placed on the shop premises by the agent appointed by the buyer, to look for a tenant. Linda Scott has instructed them to take the sign down until the 28th February 2020.

5. USE OF SEAL

The Management Committee noted and approved the use of seal No. 3008.

6. SUB-COMMITTEES

a) RECOMMENDATIONS FROM THE HOUSING SERVICES SUB-COMMITTEE MEETING held on 22.01.20

1. Item No. 5 – c) Cyclical Maintenance – Gas Servicing – James Frew Ltd

The Management Committee agreed that a one year extension to the contract be approved.

2. Item No. 5 – c) Cyclical Maintenance – iii) Gutter Cleaning Contract

The Management Committee agreed that following on from the tenders from Public Contract Scotland portal which were returned in December that the lowest tender from Advanced Height Services be accepted.

3. Item No. 7.1 - Eviction Proceedings (Ten. Ref. 2358)

The Management Committee agreed that the Association enforce the decree, which should be received within the next twenty-one days.

4. Item No. 5 – d) Major Repairs – HSSC 22.01.20

Kitchen Replacement Contract (Fit Only) 2019/20

Terry McKenna distributed a report regarding the tenders which had been returned on 24 January 2020 for the fitting of 46 kitchens (fit only). It was recommended that the Committee accept the lowest tender received from McTear Contracts.

After discussion the Management Committee agreed to accept the tender received from McTear Contracts.

Boiler Replacement Contract 2019/20

Terry McKenna distributed a report regarding the tenders which had been returned on 29 January 2020 for the fitting of 24 boilers. It was recommended that the Committee accept the lowest tender received from McTear Contracts.

After full discussion the Management Committee agreed to accept the tender received from McTear Contracts on the provision that they confirm and adhere to the timescales given.

Terry McKenna will also speak to James Frew Ltd and Lochlie Construction regarding what was felt to be their excessive pricing within their tenders.

7. GOVERNANCE REVIEW

a) Committee Appraisals

Helen Moore reported that all Committee appraisals, with the exception of Mr Vaz, have now been carried out. It is hoped that a full report will be given by Olwyn Gaffney at the February Management Committee meeting.

All committee commented that they found this a very positive experience.

b) Governance Improvement Plan

Jim McAlpine reported Helen Moore and himself had met with Paul Milligan and Laura Gillespie on Monday 27.01.20. Following on from this meeting a letter was received from Paul Milligan clarifying their expectations around the implementation of the Association's Governance Improvement Plan.

The letter noted that the annual appraisals for committee members had been carried out and that they would like to see the consultant's report when it is ready.

It was noted that the Association would consider contacting the consultant who carried out the governance review in order to develop the action plan in more detail and after discussion the Management Committee agreed that this consultant should be approached.

Jim McAlpine discussed the point raised of co-opting 3 experienced members onto the committee and after full discussion the Management Committee agreed that Jim McAlpine should request the list that the SHR have stated that they would provide in order to allow RHA to approach suitable candidates. The Management Committee agreed that they should hold a Special Management Committee meeting on 5th February at 6.00 pm in order to look at this list and see if they can identify credible persons to be co-opted. The Management Committee also agreed that GWSF should be approached to see if they can also suggest persons who may be suitable to both the SHR and RHA and these can also be discussed at the meeting on 05.02.20.

8. RENT REVIEW

The rent review was presented to the Committee by Terry McKenna, Jacqui Anderson, Gerry Shepherd and Jim McAlpine. It was noted that inflation in December 2019 was 2.2%. After discussion it was agreed that with effect from 28th March 2020:

- 1. the rent be increased by 3.0%.**
- 2. the Service Charges for the Retirement Housing be increased from £109.44 to £110.36.**
- 3. the Heating Charge for the Retirement Housing remains at £35.00.**
- 4. The new combined Service Charge and Heating Charge will increase £145.36 from £144.44 per month.**
- 5. the Factoring Fee will remain at £120.00 per annum.**

The Reidvale Reward will remain at £100 for 2020/21 (payable April 2021). The various awards for the Community, Education etc are as decided by the Community Development Sub-Committee.

The Committee approved the above.

Gerry Shepherd, Finance Manager, left the meeting at this point.

9. RESIDENT SATISFACTION SURVEY

Jim McAlpine gave a presentation on the results of the Tenants and Owners Satisfaction results. It was noted that the survey illustrates very positive findings for the Association as a whole.

The Management Committee had a full discussion on the results and noted that it also provides indications of specific areas where there is some potential for improvement. It was noted that overall, the findings provide a framework for the development of an Action Plan to help further raise levels of satisfaction across all services and locations within Reidvale.

The Management Committee noted that full results will be put on the Association's website and printed in the next newsletter.

10. REVIEW OF KEY PERFORMANCE INDICATORS

The Management Committee noted the KPI report.

11. REVIEW OF RISK REGISTER

The Management Committee noted the quarterly risk register. Jim McAlpine reported that the current Homelessness Policy had been added to the risk register and the committee agreed that this was a high risk item.

Mrs Marley asked that the Risk Scoring (Appendix 1) be brought to the front of the report and it was agreed that this would be done.

12. REVIEW OF POLICY

a) Unacceptable Actions Policy

The Management Committee noted the change to 5.2 on the policy and then approved and agreed the policy.

13. GWSF

13.1 Meeting with Housing Minister

Helen Moore reported that she had met with Kevin Stewart, Housing Minister on 18.01.20.

A further meeting with the Housing Minister and GWSF will be held on 05.02.20 where the main issues to be discussed will be the current consultation on Housing to 2040 and the situation with housing investment after March 2020. It was reported that GWSF may also raise current concerns about how SHR exercises some of its powers.

13.2 Regulation

Ms Moore reported that GWSF is currently seeking feedback from members about their recent experiences – positive or negative – of engaging with SHR. GWSF are trying to build up a rounded picture of member's views after having been contacted by some members about how they feel they have been treated by SHR during (non-statutory) engagement involving a range of issues.

13.3 GCC Cleansing Service

Ms Moore reported that around ten member reps along with GWSF is meeting with senior officials in GCC's Cleansing Service in early February to discuss concerns over the quality of the refuse service across the City.

Ms Moore will report back on the items above at the February Management Committee meeting.

14. RNC

Linda Scott reported that one of the RNC's Caretakers is leaving on 14.02.20. This position was advertised on 29.01.20 on S1 Jobs.

Linda also reported that there will be a Craft Fair on 27th June 2020 and asked that if anyone knew of anybody who would like to take a table on the day to please ask them to contact RNC to arrange.

15. RAPA

Mrs Marley reported that RAPA has serious problems with their roof and quotes are being obtained to see if it can be repaired or will need to be renewed.

16. ANY OTHER BUSINESS

16.1 Office Photocopiers

Jim McAlpine reported that there have been some major issues with the office photocopiers recently, specifically the downstairs machine. It was noted that the Association bought these photocopiers 10 years ago. A quote had been received from Document Data Group (formerly Ivory Solutions) who we previously purchased the copiers from as follows:

To Buy	£12888 inc. VAT
To Lease	£ 9564 inc. VAT

After discussion the Management Committee agreed that the Association should purchase 2 new photocopiers.

16.2 Women in Housing Conference

Linda Scott reported that SHARE is holding a Women in Housing Conference on Friday 6th March 2020. Linda stated that this conference was open to committee and staff and asked that if anyone is interested they should let Ann Dundas know.

16.3 Rent Consultation Forms – Free Prize Draw

Jim McAlpine reported that as indicated on the Rent Consultation forms issued to all residents there was to be a prize draw with 3 prizes of £100; £50 and £25 and all forms returned would be entered into this draw.

Mrs McGowan drew 3 tickets and the winners will be notified.

16.4 Tablets/Laptops for Committee Members

Mr McCrudden expressed concern at the amount of paper reports being distributed to committee. It was felt that if tablets/laptops could be purchased and reports distributed through this means that it would be beneficial.

Jacqui Anderson and Ann Dundas will look into this and report back to the next Management Committee meeting.

The meeting finished at this point and Ms Moore thanked everyone for their attendance.